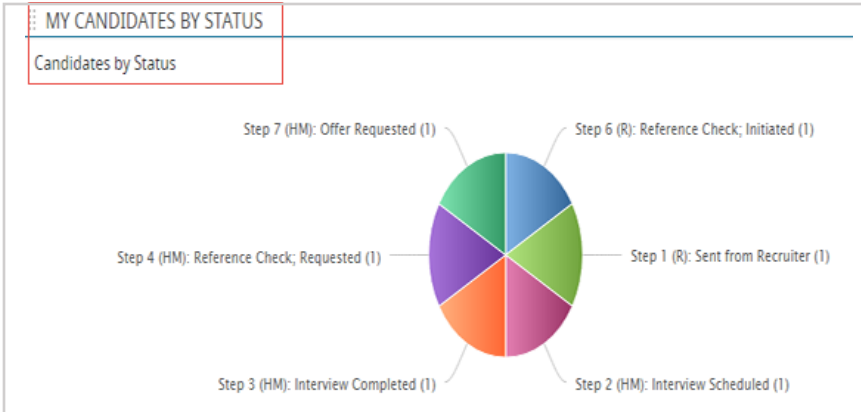




- The hiring managers will use the create job requisition through Team Staffing in Workday
- The recruiter approves the job requisition; it flows to iCIMS, shortlists the candidates for the jobs, and sends the candidates' list to the hiring managers.



The hiring managers can view and access the candidates profile through the **iCIMS dashboard** – **MY CANDIDATES STATUS** section.

The candidates are placed into different sectors of the pie chart based on their positions in the recruitment process.

***The different sectors of the pie chart (steps in the recruitment process) are explained below:***

**Step 1 (R): Sent from Recruiter** – Contains the shortlisted candidates sent by the recruiter to the hiring manager. The hiring manager reviews the candidates' profile and schedule interviews with the selected candidates by advancing the candidates to Step 2.

**Step 2 (HM): Interview Scheduled** – Contains the candidates with scheduled interviews. After interviewing the candidates, the hiring manager advances the selected candidate(s) to Step 3.

**Step 3 (HM): Interview Completed** – Contains the candidates with completed interviews. The hiring manager advances the selected candidate(s) to Step 4 and request a reference check.

**Step 4 (HM): Reference Check; Requested** – Contains the candidate(s) for whom the hiring manager has requested a reference check. At this point, the recruiter will move the candidate(s) to Step 5.

**Step 5 (R): Reference Check; Background Form Sent** – Contains the candidate(s) to whom the recruiter has sent out the background authorization forms for completion. The recruiter advances the candidate(s) to Step 6.

**Step 6 (R): Reference Check; Initiated** – Contains the candidate(s) whose reference check have been initiated. Once the results of the reference check are available, the recruiter advances the candidate(s) to Step 7.

**Step 7 (R): Reference Check; Completed** – Contains the candidate(s) whose reference check have been completed. The recruiter reviews the results with the hiring manager. The hiring manager completes the offer details and advances the candidate(s) to Step 8 if the candidate(s) are selected for the job offer.

**Step 8 (HM) Offer Requested** – Contains the candidate(s) who are selected for the job offer.

After Step 8, the manager of the hiring manager (most likely RPM) will review the offer details and approve/deny the request. Once the RPM approves the offer details, the hiring manager will work with the HR representative for:

- Offer letter
- Background and drug test